# Procedures For Outlook Profile Creation
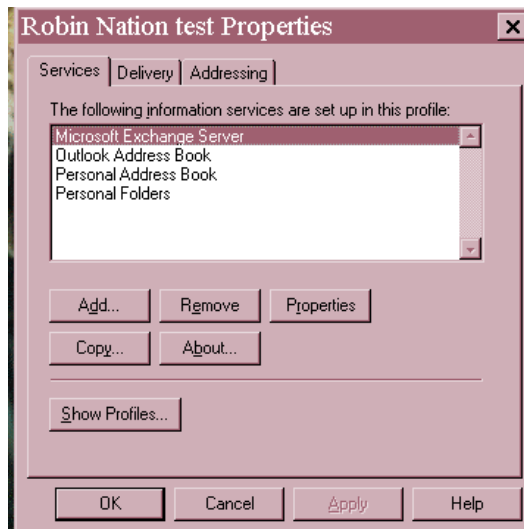
Go to *Start..Settings..Control Panel*
Select *MAIL and FAX*



Highlight *Microsoft Exchange Server*
Select *Show profiles*



The only profile on installation will be *Microsoft Outlook..A unique Profile to customer should be added…*

Select **Add** and *uncheck* **Microsoft Mail and Internet Mail**



Select **Next**
*Type in Unique name*

Microsoft Server field: Type *Exchange Server name example Agency3*
In Mailbox field: Type the name as it appears on the **Global Address List**
example *Doe, Jane (appendage)*



*Select next, no is correct answer. The only time yes is a correct answer is
a laptop. Select next…*

**Microsoft Exchange Setup Wizard**

Done !

You're now ready to use Microsoft Exchange with the following information services:

Microsoft Exchange Server
Personal Address Book

< Back    Finish    Cancel
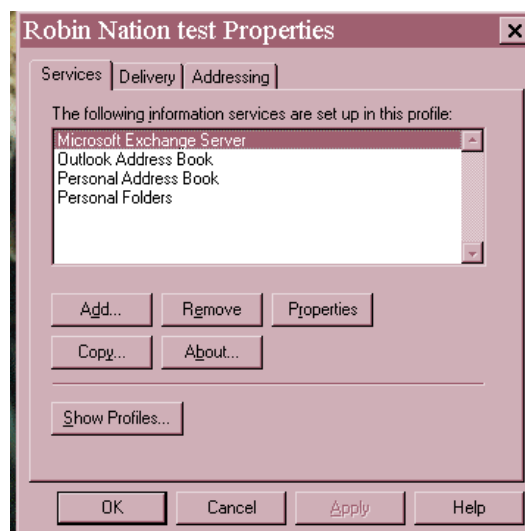
Hit **finish**
**Go back to** *Properties* **and Show Profiles**
**Select Profile you made and do Properties**



**Robin Nation test Properties**

Services | Delivery | Addressing |

The following information services are set up in this profile:

Microsoft Exchange Server
Outlook Address Book
Personal Address Book
Personal Folders

Add...    Remove    Properties

Copy...    About...

Show Profiles...

OK    Cancel    Apply    Help

**You should see the server and display name**



**Select Check Name**

**If the information is correct the name and server will underline..hit ok and launch outlook**